

## HVAC Inspection Check List

Facility Name: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Inspector's Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Inspector's License No.: \_\_\_\_\_

HVAC Unit Number and Location:  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_

### Heat Pump:

1. ☐ Inspect and change filters as needed.
2. ☐ Check and clean drain lines and pans as needed.
3. ☐ Inspect belts and fan blades.
4. ☐ Check and lubricate motor bearings as needed.
5. ☐ Clean evaporator and condenser coils.
6. ☐ Check and record compressor current. Amps: \_\_\_\_\_
7. ☐ Record compressor Freon pressures. High Side: \_\_\_\_\_ Low Side: \_\_\_\_\_
8. ☐ Check calibration of thermostat.
9. ☐ Inspect auxiliary electric heat strips.
  - a. Are connections tight? ☐ Yes ☐ No
  - b. Record current. Amps: \_\_\_\_\_
10. ☐ Record fan current. Amps: \_\_\_\_\_

### Gas Pack:

1. ☐ Inspect and change filters as needed.
2. ☐ Inspect combustion chamber for leaks.
3. ☐ Verify operation of main gas valve and igniter.
4. ☐ Inspect combustion chamber vent.

*NOTE: Duct must exit building at a height to ensure no products of combustion can enter building. Duct must allow free airflow. Duct must not contain debris and must not be collapsed.*
5. ☐ Clean evaporator and condenser coils.
6. ☐ Check and record compressor current. Amps: \_\_\_\_\_
7. ☐ Record compressor Freon pressures. High Side: \_\_\_\_\_ Low Side: \_\_\_\_\_
8. ☐ Check calibration of thermostat.
9. ☐ Record fan current. Amps: \_\_\_\_\_

### Ducting:

- ☐ Inspect supply and return ducting for missing or loose insulation, air leaks, and collapsed or bent ducts.

### Comments:

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